

US Department of Labor (OWCP) 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- To link with your clearinghouse for ERA, the provider is to access the payer's website and complete the registration. Please use the link below to access the US Dept of Labor OWCP Connect site.
- Complete the registration using the provider's billing/group information as credentialed with the payer.
- EFT enrollment is required (listed as "Payment Details" on application).
- Enrollment processing time is approximately 5 business days.
- For assistance with the OWCP Connect registration, call the EDI helpdesk at 1-800-987-6717.

835 Electronic Remittance Advice:

Step 1- Registering for Portal Access:

Navigate to the portal at <https://owcpmed.dol.gov/portal/>. Select **Provider**, then **Get Started**.

- If you are a new provider, click the link below the **New Provider For fast approval, enroll online** option.
- If you are a legacy provider (meaning you already have an OWCP ID), click the link below the **Legacy Provider If I successfully enrolled with Conduent before April 27, 2020, do I need to re-enroll** option.

Step 2- Completing the Enrollment Application:

- After you have completed the legacy provider registration or new provider enrollment, go to <https://owcpmed.dol.gov/portal/> once more.
- Select **Login** and then select **Provider**.
- On the left side of the screen after logging in, you will see a range of options below **Online Services**.
- Select **Maintain Provider Information** below **Provider**.
- You will see multiple steps listed. You must complete all required steps before submitting this application. For more information completing all required steps not related to ERA/835 enrollment, please refer to the appropriate tutorial at <https://owcpmed.dol.gov/portal/provider/training>. You will see enrollment tutorials based on provider type (facility, group, or individual).
- Select Step 7: **Add EDI Submission Method**, then select **Billing Agent/Clearinghouse**. Click **OK**.
- Select Step 8: Add EDI Submitter Details:
 - Enter **701234700** into the box labeled **Billing Agent/Clearinghouse OWCP ID**.
 - Enter the start and end dates, then click **OK**.
 - You will see the billing agent/clearinghouse information of the ID you just entered where it says **Billing Agent/Clearinghouse/Submitter List**.
 - Click **close** to move to the next step.
- Select Step 9: **Add EDI Contact Information**. This step may be required depending on how your previous enrollment was setup with Conduent.

- Contact Title: **EDI**
 - First Name: **Waystar**, Last Name: **EDI**
 - Phone Number: **502-779-4368**
 - Then, click **Address**.
 - Address Line 1: **888 West Market Street**, Address Line 2: **Suite 400**
 - City: **Louisville**, State: **KY**, Zip Code: **40202**
 - Then, click **Validate Address** and then **OK**.
- Step Step 11: **Add Payment Details**. Complete all required fields, click **OK**. Then, click **close** to move on to the next step.
 - Before you can submit this application, you must download and fill out the signature page (*and the ACH form if you are a new provider or there is a change to your EFT*) which can be found here: <https://owcpmed.dol.gov/portal/resources/forms-and-references/general>
 - *Once you have those forms, you can upload them to your online application by selecting the **View/Upload Attachments** step (step 13).*
 - You may need to upload other documents based on provider type (such as a copy of the provider's license, which will be required for most providers). Please refer to the **Required Credentials** tab on the enrollment application. Unsuccessfully completing this step can cause an application to be rejected. Do not submit the application until this documentation is completed and uploaded.
 - ***IF you are a new provider:*** Once all required steps have been completed, complete the final step by selecting the **Submit Enrollment Application for Review** step.
 - Click on Submit Enrollment. Only complete this step once the required documentation has been uploaded via step **View/Upload Attachments**.
 - ***If you are a legacy provider, you will not need to submit the application, but the above steps must still be completed.***

Step 3- Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager-

Click **[SUBMIT Enrollment]**

Enter note indicating, "**ERA setup steps completed online with Department of Labor**"

Click to "**Save and Exit**" notes' window.